

| Job Title: | Senior Accountant | Open Competitive Recruitment |
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| Position Opens: | Friday, December 14, 2018 | |
| Position Closes: | Open until filled | |
| Annualized Salary: | \$87,252 to \$101,004 (Union Grade VI-A – VI-D), depending on skills and experience Teamsters Union Local No. 763 | |
| Work Week: | 38.75 Hours, Monday – Friday | |
| To apply: | Applicants are encouraged to e-mail their resume to recruitment@pscleanair.org as soon as possible. A first review is underway with screening interviews anticipated to take place in early January. However, applications will continue to be accepted until an offer of employment has been made and accepted. | |

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Pierce, Kitsap, and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region’s contribution to climate change. We achieve our mission by monitoring our air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our Agency is comprised of approximately 73 employees including: inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communications. Our operations are supported by a team of specialists, as well as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit us at www.pscleanair.org. In addition, we are governed by a Board of Directors which includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

The **Senior Accountant** is a regular full-time position, which will be supervised by the Finance Manager. This position provides the foundational accounting function in the Finance Department. It leads and coordinates the core accounting cycles that support all operations and Strategic Plan Objective 3.4 (increasing long-term financial strength and accountability).

Position Overview

The Senior Accountant reports to the Finance Manager and is responsible for:

- Coordinating and reviewing day-to-day Finance Department workflow, to optimize the best use of resources
- Performing initial review and approval of transactions, providing depth of coverage, and ensuring that policies and procedures are followed in the areas of Payroll, Accounts Payable/Receivable, Grants Administration and Capital Assets
- Carrying out the functional and operational responsibilities of the department in accordance with sound accounting and financial management principles
- Implementing grant administration requirements to meet federal and state audit guidelines for the Agency including assisting with grant applications, grant award review, grant billings review and analysis of budget to actual performance for grants
- Reviewing and updating departmental policies and procedures
- Assessing departmental procedures to improve operations, increase efficiencies, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service
- Preparing of the annual budget in conformance with statutory requirements for approval by the Board of Directors
- Researching GASB/FASB pronouncements and state Office of Financial Management guidance for implementation in financial reporting
- Performing key cost allocations in the fund accounting system and ensures their integrity
- Participating as a key member with the Information Technology staff on financial systems improvements
- Preparing timely, accurate and complete financial statements budget variance reports, as well as ad hoc financial reports for management reporting and for internal customers
- Preparing monthly and year-end reconciliations of balance sheet and income statement components

Senior Accountant

- Preparing the annual financial reports and required schedules for the Agency's annual audit and working directly with the State Auditor
- Developing, implementing, and maintaining accounting procedures and checklists in all areas of responsibilities in conformance with Generally Accepted Accounting Principles
- Verifying and appraising the reliability of accounting records and statistical data using generally accepted auditing procedures
- Reviewing and auditing postings of payroll, accounts receivables, revenue postings, debt service, leases, contracts, grant applications, grant awards, grant billings, expenditure requests and other accounting activities for accuracy and to ensure conformance with Generally Accepted Accounting Principles
- Maintaining updated training in relevant areas – financial/government accounting standards and guidance, State Auditor's guidance, federal and state grant regulations and guidance, and financial systems

Skills and Abilities

The ideal candidate will possess:

- Demonstrated excellent written, verbal and presentation skills suitable for interaction with internal project managers and external vendors
- Excellent teamwork, collaboration and communication skills as evidenced by past experience
- Ability to apply sound judgement and understand the principles around policies and procedures
- Highly developed organizational skills
- Ability to work independently and accomplish work within deadlines
- High attention to detail and accuracy
- Strong proficiency with Microsoft Office suite software
- Knowledge and understanding of Title VI of the Civil Rights Act and how it applies to the Agency's work

Education and Experience

- Education: Bachelor's Degree in Accounting or relevant field
- Certified Public Accountant (CPA) or any combination of other education and experience which provides the knowledge, skills, and ability to effectively and completely perform the job
- Experience: 5+ years of direct accounting experience including general ledger, auditing, receivables, payables and payroll; Solid knowledge of and experience with Government and Financial Accounting Standards Board guidance; experience with fund accounting applications

Benefits

The Agency provides an attractive benefits package which includes:

- Medical, dental and vision insurance
- Employees may also elect to participate in the Agency's 125 Plan, Section 105
- Employer paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP) – the EAP provides a free confidential resource outside the workplace for full-time employees and immediate family members
- Life Insurance - employer paid term life insurance equal to the employee's annual salary
- Short Term Disability
- Long Term Disability
- Tuition Assistance